

**CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION**

MEDICAL OPERATIONS COORDINATOR

DEFINITION:

Under direction, to supervise and coordinate the emergency medical activities of the pre-hospital system in an assigned area; to monitor the quality of patient care and the emergency medical activities of Paramedics and Emergency Medical Technicians; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates and supervises emergency medical personnel;
- Reviews the quality of paramedic field operations by exchanging and requesting information from paramedics and emergency medical staff, fire suppression personnel, hospital personnel and others;
- Attends meetings with representatives of the San Diego County Emergency Management System, hospital staff and Fire and Life Safety Department staff to discuss and determine paramedic protocols and requirements;
- Prepares budget estimates for and monitors the Emergency Services Program budget and expenditures;
- Investigates incidents involving field units and personnel;
- Audits patient care charts to monitor effectiveness and efficiency of the Emergency Services Program;
- Prepares reports and makes recommendations regarding the Emergency Services Program;
- Assists in program and policy development and formulation;
- Trains and evaluates the work performance of subordinate personnel;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Four years of experience providing emergency medical care as a certified Paramedic; **OR** four year of experience as a Fire Fighter I or II with the City of San Diego. Possession of a current valid certificates for all of the following: Emergency Medical Technician Certificate issued by the State of California; a County of San Diego EMT Paramedic Accreditation; and Basic and Advanced Life Support for the Cardiopulmonary Resuscitation and Emergency Cardiac Care Provider. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.